

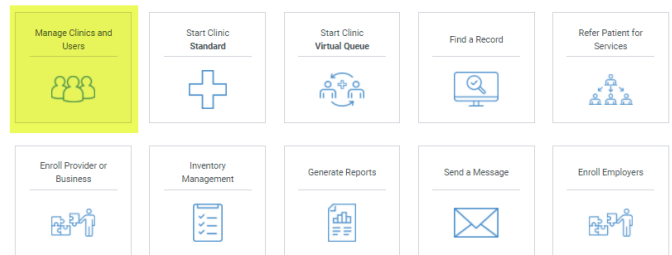
Summary

Users can be added to the PrepMod system using the Users tab, found in the Menu Bar. Users with a Venue Admin, Provider / Employer, Local Admin, Regional Admin or Super Admin role can add other users to the system.

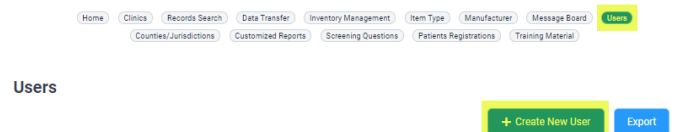
Key Steps

Step 1: Search for a Clinic

- a. From the **PrepMod Home Screen**, click **“Manage Clinics and Users”**



- b. From the Menu Bar, click **Users** and click on **Create New User**



- c. Enter the Name, Email, Cell / Mobile Phone Number, Role and associate the user with the corresponding County / Jurisdiction, Organization / Provider and Venues / Locations and click **Submit**

Note: This will trigger an email to the user to create their account in PrepMod

The image shows the 'Create New User' form. Fields for 'First Name', 'Last Name', 'Email', and 'Cell/Mobile Phone Number' are highlighted in yellow. There are also dropdown menus for 'Role', 'County/Jurisdiction', 'Organization/Provider', and 'Venues/Locations', each with a 'Select All' button. At the bottom, there are 'Submit' and 'Cancel' buttons.

Additional Resources

- PrepMod User Manual
- PrepMod Clinic Activity Report
- PrepMod Clinic Day Tasks
- PrepMod Clinic Planning
- PrepMod In Clinic Handbook